

SIBI SASEENDRA BABU

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CAREER ASPIRATION

Get associated with an organization providing an opportunity to improve my skills and knowledge with the latest trends and to be a part of a team to work dynamically towards the growth of the company.

TECHNICAL EXPERIENCE

LOGISTICS COORDINATOR - 16/03/2021 - 18/01/2023

**BASHIR KHAN VEHICLES TOWING SERVICES L.L.C, MOROCCO-J STREET, GROUND FLOOR,
OFFICE NO: 14, INTERNATIONAL CITY, DUBAI - U.A.E.**

❖ Roles and responsibilities:

- Ensure the ongoing safe operation and utilization of all Fleet equipment.
- Schedule and assign carriers and equipment to ensure timely, complete, and accurate performance against customer requirements.
- Administer and support emergency on the road maintenance to ensure maximum equipment availability.
- Procure and monitor Driving Team Members equipment use and requirements.
- Planned and scheduled equipment by its location and time usage.
- Act as the line of response to Driving Team Members continuous improvement recommendations.
- Performed various clerical tasks to maintain fleet records.
- Coordinated & schedule pickup and delivery of vehicles with driver's/operators, managers and outside vendors.
- Processed all in-fleeting and de-fleeting of cars.
- Maintained, processed, and updated repairs orders and inspections into fleet wave software maintenance database.

WAREHOUSE & LOGISTICS EXECUTIVE – 21/01/2020 – 14/03/2021

FORTUNE TIME LOYALTY CARD SERVICES L.L.C, OFFICE NO: 904, AL MOOSA TOWER 2, SHEIKH ZAYED ROAD, P.O. BOX: 35003, DUBAI - U.A.E.

❖ Roles and responsibilities:

- Responsible for the Warehouse planning.
- Procurement for Inventory Department.
- Overall logistics and Inventory Management.
- Responsible for Manpower Management Planning & Distribution and fixing portfolios for all Inventory staff.
- The operation involves handling manpower strength, including recruitment, security tags for all the products, and procurement of warehousing equipment on a cost effective basis.
- All Administrative issue includes roistering of staff, leaves and off.
- The operation involves inventory control on a timely basis, monitor and follow up on non-moving stocks and reverse logistics.
- Development of long-term relationships with vendors (vendor relationship).
- Devising action plan for disposal of obsolete stocks.
- Responsible for Inter stock transfer.
- Experienced in handling materials of various brands and different product line-ups.

TRANSPORT COORDINATOR – 02/04/2013 – 10/12/2019

FIROZA AL TARIQ TRANSPORTATION, SPEDEX BUILDING, GROUND FLOOR, OFFICE NO:33, AL QUSAIS, DUBAI – U.A.E.

❖ Roles and responsibilities:

- Organize and manage route scheduling, ensuring safe, fast and cost effective paths are utilized.
- Scheduling drivers work hours to ensure they comply with federal regulations.
- Keep accurate expense and mileage records.
- Track scheduling through network transportation providers.
- Coordinating with other departments to ensure that all transportation needs are met.
- Ensuring safety standards are met by drivers and vehicle.
- Coordinating with clients to arrange pickup and delivery of vehicles.
- Resolving customer concerns about delivery issues.
- Dispatch drivers to complete deliveries.

EDUCATIONAL QUALIFICATION

- **M.Sc. Computer Science- Tamil Nadu Open University, Chennai, Tamil Nadu, India.**
- **B.Sc. Computer Science- Annamalai University, Cuddalore, Tamil Nadu, India.**
- **Master Diploma in Building Design- CADD Centre, Kerala, India.**

SKILLS SUMMARY

- ✦ **Autocad Operator:** CAD software to prepare detailed drawings, plans, and blueprints in 2D & 3D designs.
- ✦ **Building Information Modelling (BIM):** Revit MEP, Revit Architecture.
- ✦ **Productivity tools include:** MS Office.
- ✦ **Editing tools include:** Adobe Acrobat 10, Adobe Photoshop CS6, GIMP, IrfanView, Video editor, Audio editor.

MY PERSONAL DETAILS

Gender & Status : Male & Single

Nationality : Indian

Place : Trivandrum, Kerala

Languages Known : English, Hindi, Malayalam, Tamil

Passport Number : W5933923 valid till 2032

Current Place : Trivandrum, Kerala

DECLARATION

I hereby declare that all the above mentioned are true and correct to the best of my knowledge, information and belief.